

**City of Mountain View**  
Finance and Administrative Services Department  
500 Castro Street, P.O. Box 7540  
Mountain View, CA 94039  
(650) 903-6317

**Quarterly Transient Occupancy Tax Return**

Quarter Ending:

\* Check here if ownership has changed  
since last quarter's report.

☐

Establishment:

Address:

1. Gross rent from occupancy of rooms for this period: \_\_\_\_\_
2. Less exemption adjustments (as stated in City Ordinance Chapter 33, Section 33.3):  
(Note: An exemption claim is required for each occupancy and for each representative.  
If the proper form for each exemption is not attached, the exemption will not be allowed.)
  - A. Occupancies exceeding 30 days: \_\_\_\_\_
  - B. Foreign government representatives: \_\_\_\_\_
  - C. Federal, state, county, or city employees: \_\_\_\_\_
  - D. Prior period adjustments: \_\_\_\_\_
  - E. TOTAL OF EXEMPTIONS (sum of lines 2A through 2D): \_\_\_\_\_
3. Comped rooms (value of rooms occupied): \_\_\_\_\_
4. Taxable rents (line 1 minus line 2E plus line 3): \_\_\_\_\_
5. Calculate tax (amount on line 4 times 10%): \_\_\_\_\_
6. Add: penalties and interest if remittance is delinquent
  - A. First 30 days delinquent (amount on line 5 times 10%): \_\_\_\_\_
  - B. Second 30 days delinquent (amount of line 5 times 10%): \_\_\_\_\_
  - C. Interest - number of months delinquent (round up for any  
partial month) times 1/2% times amount on line 5: \_\_\_\_\_
  - D. TOTAL OF PENALTIES AND INTEREST (Sum of lines 6A through 6C): \_\_\_\_\_
7. **TOTAL AMOUNT DUE** (add line 5 plus line 6D): \_\_\_\_\_

\* Make checks payable to: City of Mountain View and mail the original return to the above address.

\* Keep copy of return for your records.

**Statistical Information - Requested in accordance with Mountain View City Code Section 33.6**

Total number of rooms in property \_\_\_\_\_ Total number of room nights available \_\_\_\_\_

Total number of room nights rented \_\_\_\_\_ Percent occupancy \_\_\_\_\_ Average room rate \_\_\_\_\_

I declare under penalty of perjury that this information is true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date